

CLASS TITLE: ASSISTANT ADMINISTRATIVE OFFICER

Class Code: 02591600

Pay Grade: 21A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the head of a department, agency or division by relieving such superior of routine and reoccurring administrative duties and responsibilities that are directly related to the primary function of the agency and purpose of the work of said superior; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from a superior with some latitude for the exercise of independent judgement; work is subject to review for conformance to policies, rules and instructions.

SUPERVISION EXERCISED: Supervises and coordinates the work of subordinates engaged in performing clerical, typing, stenographic and fiscal tasks; reviews work in process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the head of a department, agency or division by relieving such superior of routine and reoccurring administrative duties and responsibilities that are directly related to the primary function of the agency and purpose of the work of said superior.

To plan, organize and supervise the clerical and office activities of a department, agency, division or large engineering program; to coordinate the flow of clerical and office work among the several sections in such department, agency, division or engineering program.

To gather information required for use as a basis for important administrative decisions.

To make administrative studies, analyses and recommendations of proposed change in policies, programs and procedures.

To represent the head of a department, agency, division, or large engineering program in meetings with representatives of the public, other departments or agencies.

To relieve a superior of administrative detail relating to the functions and activities of the organization including the contacting of officials and personnel for the purpose of obtaining information and recommendations relating to specific problems, activities or policies.

To handle important and routine correspondence.

To assist in the preparation of the annual budget and to supervise its execution.

To supervise and participate in the processing and maintenance of financial, personnel or other important records.

As required, to be responsible for the safekeeping of bonds or other securities deposited with the department, agency, division or large engineering program.

To requisition office supplies and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of office management; a working knowledge of, and the ability to carry out, requisitioning, disbursing and budgeting control functions; a familiarity with the principles and practices of public administration; the ability to plan, organize and supervise the work of subordinates engaged in performing fiscal and clerical duties for the head of a department, agency or division; the ability to make administrative studies and analyses and to make recommendations based thereon; the ability to interpret and apply rules and

regulations; the ability to handle important correspondence concerning policies and procedures; the ability to handle important but routine personal contacts; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public administration; or

Experience: Such as may have been gained through: employment involving supervision of the work of a large office staff engaged in performing varied routine and difficult clerical tasks and involving some experience in making studies and analyses of office methods and procedures.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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